



<b>Opening Date:</b>	December 12, 2014	<b>Closing Date:</b>	December 29, 2014
<b>Job Title:</b>	Courtroom Clerk/Civil Assistant	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	059421, 059425	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Howard County Ellicott City, Maryland	<b>Grade/Entry Salary:</b>	J07 \$32,674 - \$38,760 (Depending on Qualifications)

**Financial Disclosure:** No

**Essential Functions:** Works in all areas of the Civil Department to include courtroom duties. Processes and maintains civil case files. Prepares for a proceeding before a Judge by setting up the courtroom and by organizing the supplies which will be needed during the proceeding. Administers oaths to jurors and witnesses. Receives and catalogues exhibits. Takes notes of proceedings to be included on the docket sheet. Promptly prepares docket sheet. Issues necessary forms and rings on register or processes invoices as necessary. Files pleadings in civil cases. Assists the public, attorneys, court agencies and staff by providing information about the status of cases or about Clerk's office procedures, both in person and by telephone. Works overtime as needed.

**Education:** High School Diploma or GED.

**Experience:** Three years of clerical experience to include:

- A) one year of experience working in a trial or appellate court or
- B) one year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

**Preferred:** Proficiency in typing, data entry, or word processing.

**Notes:** Applicants may substitute education in any field from an accredited college or university for up to two years of the required *clerical experience* at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, or judicial studies from an accredited college or university for the required *court experience* at the rate of thirty semester credit hours for the required year of experience.

**Skills/Abilities:** Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to learn and apply job-related terminology, policies, procedures, regulations and laws and to define problems, collect data, establish facts, record data, appropriately complete forms and appropriately provide information to customers. Ability to interpret comments and notations and record essential information. Ability to perform all of the essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and PIN. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for materials sent to any other address.**

Circuit Court for Howard County  
8360 Court Avenue, Room 300  
Ellicott City, Maryland 21043-4579  
ATTN: Wayne Robey, Clerk of Court

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**